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STAT [redacted]

See changes made in ink on page 13.

(1) The time consumed and the errors resulting from typing classifications on masters with the capital letters separated by hypens has long been a problem and an irritant to Agency typists. Reports personnel in DD/P are especially dissatisfied with this method of indicating classifications STAT [redacted] C/RC/RSM/DD/P and various Area Div. Reports Officers. In actual timed tests it was determined that it takes 21.2 seconds to type the hyphenated classifications top and bottom while the proposed method of simply spacing between letters only takes 10.2 seconds per document page. Thus 11 seconds per page can be saved by eliminating the hyphens. A comparison between the two classifications shows little difference in eye appeal. [redacted] Thus the change

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would not only save 11 seconds per page without sacrificing eye appeal - it would also do much to prevent errors now resulting from the insertion of hyphens.

(2) Changing the first sentence of par 4 c (1) to read: "If the in-completed form is not in itself considered classified, then the words "when filled in" will be printed directly below or to the right of CONFIDENTIAL or SECRET." will provide the flexibility needed in the design of small forms where vertical space is at a premium.

OK
12/27/55

I would welcome the opportunity to discuss these changes with Security if they so desire.

STAT

12/22/55

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CONFIDENTIAL 2.4

C O N F I D E N T I A L 5.1 × 2 = 10.2 sec. per doc.

C-O-N-F-I-D-E-N-T-I-A-L } 10.6 × 2 = 21.2 sec. per doc.

C-O-N-F-I-D-E-N-T-I-A-L }

C_O_N_F_I_D_E_N_T_I_A_L_ 12.4

CONFIDENTIAL 4

21.2
10.2
11.0 sec. per doc. saved

C O N F I D E N T I A L

C-O-N-F-I-D-E-N-T-I-A-L

C O N F I D E N T I A L 5.1

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